



CALIFORNIA CORRECTIONS STANDARDS AUTHORITY

2007 FEDERAL MINORS DETENTION REPORT

- When a minor is held in a secure juvenile detention facility **solely for a federal detention hold**¹, administrators are required to report the name of minor and length of stay to the CSA.
- Please submit this form to the Corrections Standards Authority (CSA) by the 10th of the month if any minors were held for the federal government and released during the preceding month. **Only submit report after minor has been released.**
- A separate form is to be completed for **each minor** detained for the federal government.

SECTION A:

Name of facility:	Please return completed form via: Mail: Corrections Standards Authority Attn: Report Analyst 600 Bercut Drive Sacramento, California 95814 Fax: (916) 327-3317; or E-mail: analyst@cdr.ca.gov
County:	
Type of facility (please check one):	
<input type="checkbox"/> Juvenile Hall	
<input type="checkbox"/> Special Purpose Juvenile Hall	
<input type="checkbox"/> Camp	

SECTION B: (Please use military time for intake and release times)

Minor's Name:	County ID#:
Intake Date (mm/dd/yy):	Intake Time (military time):
Release Date (mm/dd/yy):	Release Time (military time):

SECTION C:

Reason and length of stay for detention:	
Federal Government Hold <i>Pursuant to Contract?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	
1. <input type="checkbox"/> Minor was held solely for illegal entry or as a material witness and subsequently deported.	
<input type="checkbox"/> Less than 24 hours	<input type="checkbox"/> More than 24 hours (# days detained)
2. <input type="checkbox"/> Minor was held for illegal entry AND had criminal charges pending or was committed on criminal charges. <i>Please note only the time held AFTER commitment was completed.</i>	
<input type="checkbox"/> Less than 24 hours	<input type="checkbox"/> More than 24 hours (# days detained)

SECTION D:

Person Reporting (Name and Title):	Date:	Phone: E-Mail:
Facility Manager (Name and Title):	Date:	Phone: E-Mail:

¹ Do not include minors who have a federal detention hold and are charged according to WIC 602; the JJDP Act of 2002 requires the CSA to monitor only those minors held **solely** for a federal detention hold for illegal entry.



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INSTRUCTIONS

GENERAL INFORMATION

The Corrections Standards Authority (CSA) is the agency charged with monitoring facilities according to the Juvenile Justice and Delinquency Prevention Act of 2002, as amended (JJDPa).

With respect to minors that are held in juvenile facilities “Juveniles . . . who are aliens shall not be placed in secure detention facilities or secure correctional facilities.” Such minors may be held for 24 hours before they must be counted as a violation of the JJDPa.

Agencies that operate secure juvenile detention facilities are required to complete this report each time a minor is held in the facility, **solely as a federal government hold** (typically via the Bureau of Immigration and Custom Enforcement). If a minor is being held as a federal government hold AND has been charged with a criminal offense, **only the time the minor spent in the facility solely as a Federal Government hold** must be reported to the CSA.

- A separate report form is to be completed for each such minor held.
- Only complete and submit this form after the minor has been released.
- This form is to be submitted to the CSA by the 10th of the month after such a minor has been released.
- All sections are to be completed before submission.
- In the spaces provided at the bottom of the form, provide the name, title, date, telephone number and e-mail address for **both** the reporting person and the facility manager.
- Please return all completed surveys by one of the following:

Mail: Corrections Standards Authority

Attn: Report Analyst

600 Bercut Drive

Sacramento, CA 95814

Fax: (916) 327-3317; **or**

Email: Analyst@cdcr.ca.gov

- Forms may be downloaded from our website at:

www.cdcr.ca.gov/DivisionsBoards/CSA/status_offenders.htm

- If you have any questions regarding the **2007 Federal Minors Detention Report**, please contact Allison E. Ganter, Field Representative, Corrections Standards Authority at (916) 323-8617 or email at allison.ganter@cdcr.ca.gov.

INSTRUCTIONS FOR SURVEY SECTIONS

SECTION A:

Name of facility: Enter the name of your Juvenile Detention Facility.

County: Enter the name of your county.

Type of facility: Please check the box that applies to your facility type.

SECTION B:

Name of minor: Enter the name of the detained juvenile.

Time of intake: Please fill in the hour (in military time), month, day and year that the juvenile was booked into your facility.

Time of release: Please fill in the hour (in military time), month, day and year that the juvenile was released from your facility.

SECTION C:

Reason for Hold: Please check the appropriate box for the reason the minor was held.

Please indicate if the federal hold was pursuant to an existing contract with the federal government or not.

1. Check this box if the minor was held **solely for illegal entry or as a material witness** and was subsequently deported. DO NOT include minors who were also charged with a criminal offense.
2. Check this box if the minor was held for illegal entry and **was also charged with a criminal offense. Please indicate the time that the minor spent in the facility AFTER the commitment was completed.** The JJDPa only includes such minors during the time when they are held solely due to a federal hold, not during the time when criminal charges are pending, or during a commitment for a criminal charge.

Number of hours minor was held: Check the appropriate box (left of selections) for time period that the minor was held in your facility **as a federal detainee only.**

SECTION D:

Please print both names, titles, date, telephones number and e-mail addresses for both the reporting person and the Facility Manager.